



Institute of People
Management of
Zimbabwe (IPMZ)

The background of the page is a collage of images related to graduation. On the left, a young Black male graduate in a black cap and gown smiles while holding a rolled-up diploma tied with a red ribbon. On the right, a young white female graduate in a black cap and gown is also smiling and holding a diploma. A vertical green bar is positioned on the left side of the page, partially overlapping the male graduate's image. A dark grey horizontal bar is positioned across the middle of the page, containing the title text.

CURRICULUM AND REGULATIONS SUMMARY

TABLE OF CONTENTS

02

Background to the Institute

03

Vision, Mission and Values

03

The Curriculum (eff. 01-01-18)

04

The Diploma Structure

12

Diploma Regulations

14

Exemptions Policy



BACKGROUND TO THE INSTITUTE

The IPMZ is a voluntary association of people with an interest in Human Resource Management, who want to improve their knowledge of, and skill in, professional people practices and principles. The Institute started in Zimbabwe in 1960 and the first examinations were written in 1965 when IPMZ was first registered. The Institute promotes professionalism by establishing appropriate qualifications, defining codes of conduct, promoting research, spreading knowledge of human resource management, human resource development and labour relations, and liaising with relevant authorities concerning professional manpower policies and practices.

The IPMZ was registered in Zimbabwe under the Vocational Training Act, 1978 in terms of subsection (2) of section 27 of the Act. The Institute offers

professional qualifications by Open Distance and E-learning (ODL), in the fields of Human Resource Management, Human Resource Development and Labour Relations at the Diploma level and in Human Resources Management at the Higher National Diploma level. In contrast to academic courses, these courses are not only academic but practical as well, with a professional focus. The IPMZ therefore offers practical skills for human resource development applicable to the workplace. This is the IPMZ niche.

Each diploma course now takes twenty-four (24) months excluding the six (6) month period of attachment. The Higher diploma is completed in 36 months, including an attachment period of 6 months. After successful completion of a series of assignments and a three-hour examination per subject, candidates receive the IPMZ Diploma. A certificate is issued for each subject passed at both the Diploma and Higher Diploma level. The Diploma now constitutes fifteen (15) subject modules and the Higher Diploma students must pass 10 subjects plus successfully completing a research dissertation.

VISION, MISSION, AND VALUES

VISION

To be a world class centre of excellence for Human Resource Management Practice.

MISSION

We continuously develop, deliver and regulate the Human Resource Management profession.

VALUES

- ✓ Integrity
- ✓ Excellence
- ✓ Diversity
- ✓ Continuous Learning



THE CURRICULUM

The new curriculum is in line with the Introduction of the National Standards for Human Resources Management Studies developed by the Ministry of Higher and Tertiary Education, Science and Technology Development.

THE DIPLOMA STRUCTURE

IPMZ has six (6) diplomas and one (1) Higher (HD) diploma. AA student may choose any of the following six Diplomas then proceed to the Higher diploma.

COURSE

DURATION

The Diploma in Human Resource Management (Dip HRM)	2 years
The Diploma in Human Resource Development (Dip HRD)	2 years
The Diploma in Labour Relations (Dip LR)	2 years
The Diploma in Payroll Administration (Dip PA)	2 years
The Diploma in Human Resources Analytics	2 years
The Diploma in Arbitration, Conciliation and Labour Law	2 years
Higher Diploma (HD.HRM)	3 years

THE DIPLOMA IN HUMAN RESOURCE MANAGEMENT (Dip HRM)



To obtain the Diploma in Human Resources Management (Dip HRM), a student must pass all the fifteen (15) modules unless if one is exempted based on the exemption policy under clause 5.0. Table 3.1 illustrates the structure of the Diploma in Human Resources (Dip HRM):

TABLE 3.1: Structure of the Diploma in Human Resources (Dip HRM)

ALL SUBJECTS ARE COMPULSORY (15 SUBJECTS)

- Human Resource Management
- Recruitment and Selection
- Industrial Psychology
- Labour Economics
- Management Information System (MIS)
- Human Capital Planning
- Commercial Law
- Safety, Health & Wellness
- Research Methods
- Entrepreneurship Skills
- Business Communication
- Performance & Reward Management
- Financial Accounting
- Employment Relations
- Business Statistics

THE DIPLOMA IN HUMAN RESOURCE DEVELOPMENT (Dip HRD)

To obtain the Diploma in Human Resources Development (Dip HRD), a student must pass all the fifteen (15) modules unless if one is exempted based on the exemption policy under clause 5.0. Table 3.2 illustrates the structure of the Diploma in Human Resource Development (Dip HRM):

TABLE 3.2: Structure of the Diploma in Human Resource Development (Dip HRD)

ALL SUBJECTS ARE COMPULSORY (15 SUBJECTS)

- Human Resource Management
- Human Capital Planning
- Management of Training
- Research Methods
- Business Communication
- Industrial Psychology
- Employment Relations
- Management Development
- Safety, Health and Wellness
- Performance and Reward Management
- Training Techniques
- Management Information System (MIS)
- Financial Accounting
- Entrepreneurship Skills
- Business Statistics



THE DIPLOMA IN LABOUR RELATIONS (Dip LR)

To obtain the Diploma in Labour Relations (Dip LR), a student must pass all the fifteen (15) modules unless if one is exempted based on the exemption policy under clause 5.0. Table 3.3 illustrates the structure of the Diploma in Labour Relations (Dip LR):

TABLE 3.3: Structure of the Diploma in Labour Relations (Dip LR)

ALL SUBJECTS ARE COMPULSORY (15 SUBJECTS)

- Human Resource Management
- Employment Law
- Industrial Psychology
- Labour Economics
- Management Information System (MIS)
- Employment Relations
- Commercial Law
- Safety, Health and Wellness
- Research Methods
- Entrepreneurship Skills
- Business Communication
- Performance and Reward Management
- Financial Accounting
- Human Capital Planning
- Business Statistics





THE DIPLOMA IN PAYROLL ADMINISTRATION (Dip PA)

To obtain the Diploma in Payroll Administration (Dip PA), a student must all the fifteen (15) modules unless if one is exempted based on the exemption policy under clause 5.0. Table 3.4 illustrates the structure of the Diploma in Payroll Administration (Dip PA).

TABLE 3.4: Structure of the Diploma in Labour Relations (Dip PA)

ALL SUBJECTS ARE COMPULSORY (15 SUBJECTS)

- Human Resource Management
- Business Communication
- Human Resources Metrics
- Principles of Risk Management
- Employment Taxation
- Payroll Accounting
- Management Information System
- Payroll Management
- Human Capital Planning
- Business Statistics
- Entrepreneurship Skills
- Labour Economics
- Employment Law
- Research Methods
- Principles of Economics

THE DIPLOMA IN HUMAN RESOURCES ANALYTICS (Dip HRA)

To obtain the Diploma in Human Resources Analytics (Dip HRA), a student must pass all the fifteen (15) modules unless if one is exempted based on the exemption policy under clause 5.0. Table 3.5 illustrates the structure of the Diploma in Human Resources Analytics (Dip HRA).

TABLE 3.5: Structure of the Diploma in Human Resources Analytics (Dip HRA)

ALL SUBJECTS ARE COMPULSORY (15 SUBJECTS)

- Human Resource Management
- Business Communication
- Commercial Law
- Principles of Economics
- Database Concepts and Fundamentals of Programming
- Data visualization
- Research Methods
- Human Capital Planning Information System
- Business Statistics
- Entrepreneurship Skills
- People Analytics and Decision Making
- Financial accounting for Human Resources Analytics
- Organizational Development Analytics
- Human Resources Performance Analytics
- Labour Econometrics



THE DIPLOMA IN ARBITRATION, CONCILIATION AND LABOUR LAW (Dip ACLLR)

To obtain the Diploma in Arbitration, Conciliation and Labour Law (Dip ACLL), a student must pass all the fifteen (15) modules unless if one is exempted based on the exemption policy under clause 5.0. Table 3.6 illustrates the structure of the Diploma in Human Resources Analytics (Dip HRA):

TABLE 3.6: Structure of the Diploma in Arbitration, Conciliation and Labour Law Regulations (Dip ACLLR)

ALL SUBJECTS ARE COMPULSORY (15 SUBJECTS)

- Human Resource Management
- Business Communication
- Commercial Law
- Law of Evidence
- Financial Accounting
- Employment Relations
- Human Capital Planning
- Business Statistics
- Entrepreneurship Skills
- Labour Economics
- Employment Law
- Conciliation and Arbitration
- Research Methods
- The Award
- Management Information Systems



HIGHER DIPLOMA IN HUMAN RESOURCES MANAGEMENT (HD HRM)

There are 10 compulsory subjects in the Higher Diploma curriculum. Students must pass ten (10) subjects, and successfully complete a research-based Dissertation to the satisfaction of the examiners in order to attain this qualification.

HUMAN RESOURCES (SUBJECTS)

Management
Strategic Human Resources Management
Labour Productivity
Organisation Development
Statistical Techniques for HR Analytics

BUSINESS (SUBJECTS)

Financial Management
Business Economics
Marketing Management
Corporate Governance and Ethics
Change Management

DISSERTATION

- a) A Higher Diploma will only be conferred on a student who has done a dissertation
- b) Total 10 Subjects plus a Dissertation)



DIPLOMA REGULATIONS

INTRODUCTION

As the name indicates, People Management is that part of the management function which is mainly concerned with the people who make up an organisation, and through whom that organisation achieves its goals. It pays attention to group and individual needs in practical ways, by seeing that fair and rational procedures are followed in the organisation, and that internal communications are effective. Good human resources management is how those who work for the organisation are always motivated to work productively and efficiently.

The Human Resources Manager must ensure that clear policies are developed, administered, and communicated, in the following key HR competences concerning the management of human resources:

Human Resources Planning; Recruitment, Performance Management; Learning & Development; Compensation/Reward Management; Labour Relations Management; Safety Health & Wellness generally. People in an organisation will be discontented if these important areas are not dealt with professionally

ENTRY TO DIPLOMA STUDIES

STUDENT ENROLMENT.

A prospective student who is not already a member of IPMZ must:

- ✓ Apply for membership to the Institute of People Management of Zimbabwe (forms are available from the IPMZ offices in Harare, Bulawayo, Mutare, Gweru and Masvingo or www.ipmz.co.zw)
- ✓ Pay the membership joining fee
- ✓ Pay annual membership subscription fee
- ✓ Pay student enrolment fee
- ✓ Apply to enrol as a student using the IPMZ enrolment Form available at the IPMZ offices and on www.ipmz.co.zw



ENTRY QUALIFICATIONS

Prospective students must be in possession of a minimum of **FIVE 'O'LEVELS**, or equivalent, including **ENGLISH, MATHS OR ACCOUNTS**.

SINGLE SUBJECT CERTIFICATE COURSES

The same entrance qualifications apply for single subject certificates although a managerial discretion may be used to admit students in this area with each case being treated with its merits.

ENTRY TO THE HIGHER DIPLOMA

Entry to the Higher Diploma in Human Resource Management is dependent on passing at Diploma level. A student may enrol for the Higher Diploma after passing the requisite 15 Diploma subjects. With the increased number of modules at Diploma level, the point system of entry that existed previously is no longer applicable.

DIPLOMA SUBJECT RESULTS ARE GRADED AS FOLLOWS:

Marks: 50-59% Pass
Credit: 60-74% Credit
Distinction: 75% and above



RECOMMENDATION

IPMZ recommends that prospective students be in employment before attempting to study at Diploma level. Work experience will be most helpful when completing assignments, all of which are job-based. University and Polytechnic students must submit their registration forms together with their admission letters from their respective Institutions. Students not employed should seek attachments and the institute will provide supporting letters.

REQUIRED DOCUMENTATION

Certified copies of National Identity or passport, 'O' Level /equivalent certificates MUST accompany applications, to enrol. Married women whose names have changed should submit certified copies of marriage certificate.

EXEMPTIONS POLICY: APPLICATION FOR EXEMPTIONS

The IPMZ Diploma is a practical vocational and professional qualification which contains relevant information and skills to the fields of Human Resource Management, Human Resource Development and Labour Relations. The academic approach to the subject matter in a university degree, for example, would not totally equip the individual for practical purposes in working life in human resource management in the same way the Diploma aims to do. In this regard, not all subjects are exemptible.

EXEMPTIONS

- ✓ Only students who have passed subjects at tertiary level may apply for exemptions.
- ✓ Only subjects examined by formal academic institutions such as universities, technical colleges or recognized professional bodies are considered.
The Examining Board must be recognized by IPMZ and accredited by the Ministry of Higher & Tertiary Education (MoHTE) or equivalent if it is foreign.
- ✓ The Examinations and syllabuses must be comparable both in standard and content. IPMZ exempt syllabus with 90% content.
- ✓ Subject exemptions must be applied for on the official IPMZ Subject Exemptions form and must be accompanied by:
 - (a) Certified copies of detailed academic transcript (indicating subject names, actual percentages/or an explanation of symbols) and syllabi for all the subjects applied for exemptions.
 - (b) Exemption fee(s) - Exemptions will not be recorded until the student has paid the exemption fee(s)
- ✓ The Application will be decided by an exemptions committee which shall sit at least once a quarter. The Committee is made up of three members from the Public Relations, Education and Research Committee, one member of Council outside of PR & Education and the Director of the Institute. The Vice President PR and Education will chair the Committee or an appointee in his absence. Three members will form a quorum. The decisions of this Committee will be final. Only appeals on account of law will be entertained.
- ✓ A total of 50% of the 15 subjects can be exempted at Diploma level.
- ✓ However, it must be noted that there are seven subjects per Diploma which cannot be exempted as listed on 5.1, 5.2 and 5.3.

NB: Exemptions are done subject to subject and core foundational HR subjects especially the subjects listed below are NOT EXEMPTIBLE.

THE DIPLOMA IN HUMAN RESOURCE MANAGEMENT (Dip HRM)

SECTION A (NON- EXEMPTIBLE)

Human Resource Management
Recruitment and Selection
Industrial Psychology
Research Methods
Human Capital Planning
Performance & Reward Management
Employment Relations

THE DIPLOMA IN HUMAN RESOURCE DEVELOPMENT (Dip HRD)

SECTION A (NON- EXEMPTIBLE)

Human Resource Management
Training Techniques
Management of Training
Research Methods
Management Development
Performance & Reward Management
Human Capital Planning





THE DIPLOMA IN LABOUR RELATIONS (Dip LR)

SECTION (NON- EXEMPTIBLE)

Human Resource Management
Employment Law
Employment Relations
Research Methods
Safety, Health and Wellness
Labour Economics
Industrial Psychology

THE DIPLOMA IN PAYROLL ADMINISTRATION (Dip PA)

SECTION (NON- EXEMPTIBLE)

Human Resources Metrics
Human Resource Management
Principles of Risk Management
Employment Taxation
Payroll Management
Labour Economics
Employment Law
Research Methods

THE DIPLOMA IN HUMAN RESOURCES ANALYTICS (Dip HRA)

SECTION (NON- EXEMPTIBLE)

Human Resource Management
Database Concepts and Fundamentals of Programming
Data Visualisation
Digital Human Capital Planning Information System
People Analytics and Decision Making
Organisational Development Analytics
Labour Econometrics
Research methods

THE DIPLOMA IN ARBITRATION, CONCILIATION AND LABOUR LAW (Dip ACLLR)

SECTION (NON- EXEMPTIBLE)

Human Resources Management
Law of Evidence
Labour Economics
Employment Law
Conciliation and Arbitration
Research Methods
The Award



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THE VALUE OF MEMBERSHIP IS PRICELESS!